



Rtl Project Instructions

This section provides prefilled information about a district's past performance and attainment of target levels, and the plans for addressing deficiencies must be indicated. If more information about the prefilled data and the district's past performance is needed, or if any of the prefilled data is incorrect, please contact the Office of Public Instruction (OPI) Special Education Division at (406) 444-0299 for assistance.

Steps to complete the Project Pages:

1. Enter the project title in the "Project 1 Title" Area (or Project 2, Project 3, etc.)
2. Enter the "Project Outcome Statement" – this is what the Region intends the Outcome for this indicator to be at the end of the grant year.
3. Under each listed Improvement Activity, enter the "Output," "Intermediate Outcome," "Progress %," "PD Level," and "Cost" information. The Region may choose to enter "Progress # Personnel by Role," and "Progress" information.
4. The "End Outcomes" Information will be entered at the end of the grant year.
5. Complete this information for each listed Improvement Activity area under that Indicator.
6. If additional Improvement Activities are desired for an Indicator, click the "Add Improvement Activities" button at the bottom of the page.
7. Click "Save Page" when all information has been entered for that Indicator.
8. Click on the tab to move to the next Project and repeat steps 1 through 7 for each project tab that contains pre-filled data.
9. If a project tab does not contain pre-filled data – any other project information that the Region intends to work on may be entered. Simply fill out all the required boxes for each project.

Remember to click < [Save Page](#) > before leaving each screen.

Next step: Go to the "Budget Pages" tab.

[\(return to top\)](#)